



RESOURCES FOR MUNICIPALITIES

A guide of sample functions for Municipalities



Code of Conduct and Human Resources

Creating a positive work environment, preventing burnout, and addressing mental health concerns is an ongoing process. It is also crucial for municipalities to have proactive and supportive approaches for their staff and council members.

Resources

Here are some codes of conduct and mostly human resources that can be shared to municipalities so they can apply or share with their staff:

1. **Mental health Services:** Municipalities can partner with local mental health organizations to provide counseling and support services to employees and even to their council members.
2. **Mental Health Resources:** Municipalities should share information about local mental health resources, including community-based support groups and low-cost therapy options.
3. **Training and Education:** Municipalities can provide training programs, like mental health awareness training, for all employees. This can help create a culture of support and reduce stigma surrounding various topics, in this case mental health issues.
4. **Policy Updates:** Municipalities can review and update their workplace policies, if needed, to include provisions related to mental health and well-being. As well as establish flexible work policies that accommodate employees' needs, such as flexible hours or hybrid and remote work options.

Hybrid work options can be something possible to apply to municipalities, here is a informative link on hybrid working <https://www.psdcitywide.com/the-future-of-public-service-is-hybrid/>

The Municipal World also talks about this [digital-transformation-local-gov](#)

5. **Regular Check-Ins:** Municipalities should maintain open lines of communication with their staff. Regular check-ins and one-on-one discussions can help understand individual needs and concerns. (This is very crucial if there are small teams, like some rural and remote municipalities are)
6. **Stress Management:** Municipalities can and should offer stress management resources and tips to employees. This can be as simple as sharing articles or organizing brief stress-relief activities. This gives employees or staff an idea and a sense of security.
7. **Conflict Resolution:** Municipalities should establish clear conflict resolution procedures, even if the staff is small, this can also be applied to elected officials. This helps address the workplace or any type of issue promptly.

8. **Small Wellness Programs:** Municipalities can organize wellness activities that are suitable for a small group, such as group walks, meditation sessions, or health challenges. *This can already happen organically, but sometimes promoting and boosting this idea can be very useful.
9. **Clear Expectations:** Municipalities should set clear expectations for work hours, workload, and responsibilities to prevent misunderstandings that can lead to stress.
10. **Small Group Bonding:** Municipalities can foster team bonding and camaraderie through small group activities and outings. This could be something great to exercise during winter times, as this time can become easily overwhelmed with SAD.
11. **Recognition and Appreciation:** This is something that most organizations should do, and it is to show appreciation for employee's hard work and accomplishments. Because recognition can boost morale and reduce stress.
12. **Budget-Friendly Initiatives:** As we know municipalities have a tight budget, so looking for cost-effective ways to support mental health, such as creating a quiet space for relaxation or providing access to free mental health apps can help with overall workforce satisfaction.
13. **Encourage Self-Care:** This is also a general thing but reminding employees of the importance of self-care and maintaining a work-life balance in municipalities should be important to look at.
14. **Crisis Response Plans:** Develop and communicate crisis response plans that outline the steps to take in case of any type of emergency in the workplace.
15. **Training on Recognizing Signs of Burnout:** Municipalities should have someone trained to recognize signs of burnout in their teams or staff and take appropriate actions, such as workload adjustments or providing additional support. *Even small municipalities can do this.

Useful Links

Here is another resources in general for elected officials, as here is a municipal guide for councilors [ontario-municipal-councillors-guide](#)

*This outlines a lot of what i mentioned before

Link to useful page /